

HUMAN RESOURCES BOARD

November 3, 2014

The meeting was called to order by Chairman Ilissa Povich at 7:35 AM in the Human Resources conference room on the second floor of the Wellesley Town Hall. Present were Board members Laura Hockett, Julie Moore, and John Roslansky. Also present were Human Resources Director Scott Szczebak and Senior Human Resources Generalist Cheryl Daebritz. Director of Facilities Joseph McDonough attended the first part of the meeting.

The first item on the agenda was Mr. McDonough's request for a promotional increase for Danielle Gariepy who was recently promoted to Financial Analyst (Job Group 56) from Financial Assistant (Job Group 53). Ms. Gariepy's current salary is \$54,868. Mr. McDonough is requesting an increase of approximately 9% to \$60,000 (SIR = 94.8%). When Board members asked if Ms. Gariepy's new position carried more responsibility than her former one, Mr. McDonough responded in the affirmative and added that she is currently responsible for all Departmental purchasing. Upon a motion duly made and seconded, the Board voted unanimously to approve Mr. McDonough's request for a promotional increase to \$60,000 for Ms. Gariepy, effective immediately. Mr. McDonough thanked the Board and left the meeting.

The next item on the agenda was Mr. Szczebak's update on the search for a new occupational health services provider to conduct a more comprehensive pre-placement physical than the current provider, especially for prospective employees who would be performing very physical work. Mr. Szczebak contacted Reliant Health, AllOne Health and Kadre Health Solutions. He stated that Kadre Health Solutions specializes in occupational health services and suggested using Kadre on a trial basis.

The next item was a preliminary discussion of the Department's FY 16 budget. Mr. Szczebak reported that he did not anticipate any major changes in any of the current line items. He stated that he would like the Department to absorb the recruitment costs (advertisements, education and employment verifications and pre-placement physicals) in order to streamline the administrative process. Ms. Daebritz will provide recruitment-cost data for FY 12, FY 13 and FY 14. Ms. Povich added that the Board will take up the issues of moving the midpoint of the salary ranges for 50-series employees and the size of the Merit Pay Plan pool appropriation request at its December meeting.

Upon a motion duly made and seconded, the Board voted unanimously to approve the ratification list. Board members had one change to the text of the minutes of the October 3, 2014 meeting. Upon a motion duly made and seconded, the Board voted unanimously to approve the minutes as amended. Upon a motion duly made and seconded, the Board voted unanimously to approve the minutes of the October 14, 2014 meeting.

Board members engaged in a discussion of exploring the possibility of incorporating a 360° review process for certain positions.

Upon a motion duly made and seconded, the meeting adjourned at 8:18 AM.

Respectively submitted,

Laura Hockett
Vice-Chairman

DOCUMENTS USED AT THE MEETING: agenda, Mr. McDonough's promotional increase request, section of appendix to the bylaw outlining promotional increase approval procedure, Ms. Gariepy's resume, Financial Analyst job description, Mr. Szczebak's occupational health services provider memo, e-mail outlining services provided by Reliant, Doctors Express price list for Wellesley, document outlining services and price list from Kadre, Mr. Szczebak's preliminary FY 16 budget preparation memo, ratification list, minutes from October 3 and 14, 2014, and recruitment report.